

A Day in the Life of a Trainee

Banking, Governance & Corporate



Ben Townsend

Trainee Solicitor

Banking,
Governance &
Corporate team

Fun facts about Ben

Ben loves playing, watching and talking sport, particularly golf, rugby and skiing.

Over the past year Ben has enjoyed learning to cook new recipes.

8.30 Arriving at the office

I arrive at my desk after cycling in to work. I make myself a coffee and I catch up with the other Trainees and my team about our weekend. We also discuss the tasks for the day ahead.

9.00am To-Do list

Getting back to my desk, I review any left-over tasks from the week before, as well as any emails that have come through over the weekend. I then write a fresh list, prioritising urgent tasks where appropriate and get to work on those first.

9.30am Completion preparation

We are due to be completing on a large systems contract for a client. I ensure that the contract is error free, and the schedules have been correctly compiled. Once both parties are satisfied, I issue the contracts for e-signatures.

11am Companies House Filings

I have a meeting with a company director who signs a number of forms I have prepared for a share allocation. Following the meeting, I send these forms to Companies House, and diarise to check they have been filed correctly in a week's time.

1pm Lunch

Today, I am attending an Employability Day hosted by the firm. The event centres around providing CV and interview advice to the residents of some of our housing association clients. I give a short talk on my past interview experiences and engage in a productive Q&A session, accompanied with sandwiches and snacks!

2pm Preparing slides

I have been asked to prepare slides for a presentation to be given to directors regarding potential conflicts of interest. Research tasks are very common in this seat and it provides a useful way of building on legal knowledge of the sector.

4pm Mid-seat review

I scheduled this in with my Supervising Partner earlier in the week. The mid-seat review is a key part of the training process. We have a thorough conversation about what has gone well in the seat so far and what areas of improvement there are for the remaining months of my seat.

4.30 Work experience catch-up

We have a university student with us for the week for work experience. I have set time aside at the end of the day for a catch-up on the work they have done and a general discussion about training contract applications.

5.30 Admin tasks

Towards the end of the day, I like to ensure all my time recording is up to date, and make sure my Trainee diary is correct to avoid the admin piling up.

6.00 5-a-Side

The firm has a team that plays regularly at the nearby pitches in Shoreditch. It's a great way to catch-up with people I wouldn't normally see on a day-to-day basis as well as a great opportunity to keep fit.